

**BY-LAWS  
OF THE  
INTERNATIONAL MUNICIPAL SIGNAL  
ASSOCIATION  
GREAT BASIN SECTION**



**SUBMITTED TO THE EXECUTIVE COMMITTEE**  
MARCH, 2001 - SALT LAKE CITY, UTAH

# **THE CONSTITUTION OF THE INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION –**

**GREAT BASIN SECTION authorizes adoption of BY-LAWS as follows:**

## **ARTICLE VIII-PARAGRAPH A**

The Section shall prepare and adopt a series of By-Laws, which shall govern its procedures and that of the Section Officers and Committee under this Constitution.

## **ARTICLE VIII-PARAGRAPH B**

Such By-Laws shall be adopted, or may be amended by a concurring vote of the eligible members of the Section in the same manner as specified for constitutional amendments in Article X, Paragraph C, of this Constitution.

## **ARTICLE I – GENERAL**

- A. The organization and meetings of the Section are provided for in Article 111, Article VI, Article VII, and Article IX of the Constitution.
- B. In accordance with Article XII of the Constitution, the Section shall adopt a series of By-laws, and such rules of procedure and resolutions as may be adopted from time to time, shall become a part of the governing By-Laws of the Section if so ordered.
- C. All resolutions controlling or continuing any general action of the Section, any individual Officer, the Executive Committee, or any Committee, which are not made a part of the By-Laws, shall be printed at the end of the By-Laws.
- D. Without changing the intent as amendments are adopted, the various Articles of the By-Law may be renumbered so as to serve the purpose of ready reference thereto.
- E. Each member of the Executive Committee, and the Chairperson of each Section Committee, shall be provided with a copy of the Constitution and By-Laws together with Resolutions and Rules of Procedure, which have not been incorporated into the By-Laws. The Executive Committee may authorize the publication and distribution of the Constitution and By-Laws to the members of the Section.

## **ARTICLE II -MEETINGS OF THE SECTION**

- A. Meetings of the Section shall be held in accordance with Article IX of the Constitution.
- B. The duration of each meeting of the Section shall be two (2) days, and shall be divided as to technical sessions relative to the objectives outlined in Article II of the Constitution, and a regular business meeting of the Section.
- C. The President shall preside at all meetings of the Section other than Technical Sections and committee meetings (excluding the Executive Committee), and in his or her absence the Presiding Officer shall be in accordance with Article XI, Paragraph D, of the Constitution.
- D. The business meeting shall take place on the first day of the two (2) day meeting.
- E. The technical sessions shall be presided over by Chairperson appointed by the Program Committee Chairperson. Said Chairperson may be representatives of the “Host” agency, however, in all cases, they shall be Active Members of the Section.

- F. The Secretary/Treasurer of the Section shall issue (2) notices of each meeting in accordance with the following:
1. First Notice: The First Notice of a Section Meeting (other than Special Meetings). Shall be sent to each member of the Section, in good standing at least ninety (90) days prior to the first day of the scheduled meeting. This Notice shall include the following:
    - a. An invitation from the “Host” agency on that agency’s letterhead, or if hosted by several agencies, on Section letterhead.
    - b. All information regarding dates, locations, accommodations, and lodging rates.
    - c. An attendance advice to be returned to the Section office.
    - d. A copy of the proposed agenda for the Technical Sessions and Business Meeting.
    - e. An outline of the lathes program.
    - f. A recapitulation of the dates, location, and times relative to meeting.
  2. Second Notice: The Second Notice of a Section Meeting (other than Special Meetings) shall be sent to each member of the section, in good standing, at least forty-five days prior to the first day of the scheduled meeting. Acknowledgement of receipt of registration.
- G. The failure or neglect to include a subject or item on the agenda outlined in the First Notice does not preclude the presentation of any motion, resolution or other item of business at any meeting of the Section.
- H. The Secretary/Treasurer shall request the Chairperson of the various committees, to prepare and submit a report at the regular Business Meeting. This request shall be made in writing at least sixty (60) days prior to the first day of the scheduled meeting.
- I. The general procedure for regular Business Meetings shall be outlined in Article III, of these By-Laws. At all meetings, the Presiding Officer, at his or her or her discretion, may deviate from said procedure.
- J. The proceedings of the meetings shall include a summary of the Technical Sessions, a summary of the entire proceedings of the regular Business Meeting, and such motions and reports as approved and authorized for inclusion by a majority vote of the eligible members in attendance. At the regular Business Meeting, a motion shall be recorded along with the results of a vote. The eligible members, by a majority vote, may require a motion to be presented in writing.
- K. A majority vote of the eligible members present will be considered sufficient to pass by action other than that regulated by the Constitution. When requested by the President or Presiding Officer, or by three (3) eligible members in attendance, the vote may be by roll call or written ballot. The roll call vote shall be alphabetical, by eligible members, and shall be recorded in the proceedings of the meeting.
- L. At all Business Meetings of the Section, Roberts Rules of Order shall govern the procedure unless governed by these By-Laws (or Constitution).

M. At all Business Meetings of the Section, when a motion is before the membership, the following motions shall be received and have precedence in the order named. The first three (3) shall be decided without debate:

1. To adjourn.
2. To lay on the table.
3. For the previous question.
4. To postpone to a certain time.
5. To commit, recommend or refer.
6. To amend or substitute.
7. To postpone indefinitely.

N. On proposed amendments involving amounts or dates, the smallest amount and the shortest time shall be put first.

### **ARTICLE III- PROCEDURE FOR ANNUAL SECTION MEETINGS**

A. The procedure for the meeting shall be as follows:

1. Reading of the minutes of the preceding meeting.
2. Adoption of the minutes of the preceding meeting after notations of changes or corrections are made, if necessary.
3. Presidents Report.
4. Secretary/Treasurers Report:
  - a. Current membership status.
  - b. Current financial status.
  - c. Profit or loss report on preceding meeting.
5. Correspondence.
6. Reports of Standing Committees:
  - a. Education
  - b. Marking and Signing
  - c. Street Lighting
  - d. Traffic Signal
  - e. Public Safety
  - f. Finance
  - g. Membership
  - h. Constitution By-Laws and Resolutions
  - i. Site Selection and Section Meeting (including reading of invitation of bidding agencies)
  - j. Nominating
  - k. Awards
  - l. Vendor

7. Summarization of Constitution, By-Laws and Resolutions Committees Report by Presiding Officer, and call for any action if recommended by the Committee.
  8. Summarization of Site Selection Committee Report by Secretary/Treasurer and call for any action if recommend by the Committee.
  9. Summarization of Nominating Committee Report by Presiding Officer, call for other nomination, if any, and elections.
  10. Election of Officers.
  11. Reports of Special Committees.
  12. Unfinished Business.
  13. New Business.
  14. Recess until close of final Technical Session on the afternoon of the second day of the meeting.
- B. A banquet may be held on the evening of the first day of the Section Meeting, and the following item shall be part of the proceedings, if applicable:
1. Introduction of Officers-Elect.
  2. Installation of Officers.
- C. On the afternoon of the second day of the meeting the Presiding Officer shall, upon completion of the final Technical Session, turn the gavel of office over to the Senior Officer-Elect present.
- D. The Senior Officer-Elect present will entertain a motion for formal adjournment of the meeting and, subject to a majority vote, adjourn the meeting.

#### **ARTICLE IV – MEMBERSHIP (GENERAL)**

- A. The classes of membership in the Section and the qualifications thereof shall be as outlined in Article III of the Constitution.
- B. No member of the International Association, regardless of class or membership, who by virtue of geographic relation requests a transfer of membership to this Section, may be accepted if he is not a member in good standing in his or her prior section.
- C. The rights and privileges of each member shall be personal to himself and shall not be transferable or transmissible by his or her own act or by operation of law.
- D. After verifying the nominees qualifications with the Executive Committee, the Chairperson of the Membership Committee shall request the Resolutions Committee, through its Chairperson, to prepare an appropriate resolution for adoption at the next regularly scheduled business meeting of the Section.

## **ARTICLE V – DUTIES OF THE OFFICERS**

A. Upon accepting the Executive Office to which he or she is elected, the Section Officer assumes the duties delegated to his or her office in the Constitution of the Section and as stipulated in this Article.

B. The duties of the Officers of the Section are as follows:

1. The President:

- a. The President shall serve as an Ex-Officio member of all Standing and Special Committees of the Section in accordance with Article VIII, Paragraph F, of the Constitution of the Section.
- b. The President shall serve as Chairperson of the Membership Committee.
- c. The President shall appoint the Chairperson of all Standing and Special Committees of the Section, in accordance with Article VIII, of the Constitution of the Section, with the exception of the Finance and Nominating Committees, for which he or she shall appoint all members in accordance with Article VII of the Constitution of the Section.
- d. The President shall direct and guide the Section in furthering its objectives.
- e. The President shall assume all duties delegated to his or her office, which if omitted in error in this paragraph, are designated elsewhere in the body of the Constitution and the By-Laws of the Section.

2. The First Vice-President:

- a. The First Vice-President shall serve as the Senior Presiding Officer, when in accordance with Article VII, Paragraph D, of the Constitution of the Section.
- b. The First Vice-President shall serve as Chairperson of the Awards Committee.
- c. The First Vice-President shall assume all duties delegated to his or her office which omitted in error in this paragraph are designated elsewhere in the body of the Constitution and By-Laws of the Section.

3. The Second Vice-President:

- a. The Second Vice-president shall serve as the Senior Presiding Officer when, in accordance with Article VII, Paragraph D, of the Constitution of the Section.
- b. The Section Vice-President shall serve as Chairperson of the Resolution Committee.
- c. The Section Vice-President shall assume all duties delegated to his or her office, which, if omitted in error in this paragraph, are designated in the body of the Constitution and By-Laws of the Section.

4. The Immediate Past-President:

- a. The Immediate Past-President shall serve as the Senior Presiding Officer when in accordance with Article VII, Paragraph D, of the Constitution of the Section.
- b. The Immediate Past-President shall serve as Chairperson of the Nominating Committee.

5. The Directors:

- a) The Directors shall serve as Senior Presiding Officer, when in accordance with Article VII, Paragraph D, of the Constitution of the Section.
- b) The Directors shall serve as the Sections Representatives to the Board of Directors of the International Association, and shall vote or add on all measures pertinent to the good of the International Association and the Section as instructed by the Section.

NOTE: If either of the Directors cannot attend the Annual Meeting of the Board of Directors of the International Association, they shall notify both the Section Office and the Section President at least sixty(60)days prior to the scheduled meeting so that a qualified proxy may be appointed. The appointment of all Proxy Directorships shall be approved by a majority of the Executive Committee.

- c. The Director residing closest to the Secretary/Treasurer shall serve as Chairperson of the Finance Committee.
- d. The Directors shall assume all duties delegated to their office, which if omitted in error in this paragraph, are designated elsewhere in the body of the Constitution and the By-Laws of the Section.

6. The Secretary/Treasurer:

- a. The Secretary/Treasurer shall serve as the Senior Presiding Officer when in accordance with Article VII, Paragraph D, of the Constitution of the Section.
- b. The Secretary/Treasurer shall serve as an Ex-Officio member of all Standing and Special Committees of the Section in accordance with Article VIII, Paragraph F, of the Constitution of the Section.
- c. The Secretary/Treasurer shall serve as Chairperson of the Site Selection, Section meeting and Finance Committee.
- d. The Secretary/Treasurer shall be responsible for safe and accurate keeping of all records of the Section.
- e. The Secretary/Treasurer shall be responsible for the crediting and disbursement of funds.
- f. The Secretary/Treasurer shall prepare semiannual reports as to the status of all funds within the Section.
- g. The Secretary/Treasurer shall prepare semi-annual reports as to the status of all funds within the section.
- h. The Secretary/Treasurer shall prepare an Annual Financial Statement covering all funds, collections, disbursements for each fiscal year.

- i. The Secretary/Treasurer shall perform any and all duties assigned to his or her to the satisfaction of the Executive Committee.
- j. The Secretary/Treasurer shall assume all duties delegated to his or her office, which if omitted in error in this paragraph, are designated elsewhere in the body of the Constitution and By-Laws of the Section.

## **ARTICLE VI-THE EXECUTIVE COMMITTEE**

- A. The Executive Committee: The Executive Committee shall be chaired by the President or Senior Presiding Officer, and shall include in its membership the officers of the Section in accordance with Article VI, Paragraph A, and Article VII, Paragraph A, of the Constitution of the Section. The duties of this Committee shall be as specified in Article VI of the Constitution of the Section.
- B. In addition to those duties specified in Article VI of the Constitution of the Section the Executive Committee shall act as follows:
  1. The Executive Committee shall establish policy on matters not covered by the Constitution, By-Laws, or Resolutions of the Section and when it is not expedient to secure action of the Section Membership.
  2. The Executive Committee shall arbitrate the differences between Officers and the Section, between Section Committees, and between members of the section.
  3. The Section may delegate any or all of its powers to the Executive Committee, which Committee shall conduct the affairs of the Section between regularly scheduled Section meetings.

## **ARTICLE VII-COMMITTEES**

- A. General: The basic rules governing Committees with the Section are as outlined herein, and further stipulated under Paragraphs of this Article:
  1. The Chairperson of each Committee shall be an Active Member of the section unless otherwise approved by a majority vote of the Executive Committee. When the list of proposed appointments of the chairperson of the Committees is sent to the members of the Executive Committee for approval, the class of membership standing in the Section or International Association for each appointment shall be indicated.
  2. The appointment of Chairperson on any Committee shall be approved by Executive Committee prior to appointment and shall not become effective until approved by a majority vote of the Executive Committee, except that in an emergency the President or Senior Presiding Officer shall have the power to designate special representatives or appoint Special Committees where a delay to get approval of the Executive Committee would not be in the best interests of the Section.



3. Each Committee Chairperson shall be provided with an outline of the duties of his or her Committee. An outline of the duties of each Committee shall be sent to each member of the Executive Committee annually, except where duties of such Committees are given in the By-Laws of the Section. The President, where he or she deems necessary, shall give in more detail the duties of the various Committees as outlined by said By-Laws.
4. Each Standing Committee Chairperson shall determine the size of the Committee, except the Finance Committee, and the Nominating Committee, the size of which are specified in Article VIII, Paragraph A. of the Constitution of the Section.
5. As soon as possible after appointing the other members of the Committee, the Chairperson shall send the list of Committee Members to the Secretary/Treasurer of the Section.
6. Each Committee Chairperson may establish Sub-Committees of his or her Committee, and may appoint members of such Sub-Committees who may not be members of the main Committee, except that the Chairperson of a Sub-Committee shall be a member of the Main Committee.
7. Semi-Annual Reports shall be submitted by the chairperson of each Standing and Special Committee to the Secretary/Treasurer in advance of the next regularly scheduled Semi-Annual Meeting of the Section except for the Finance Committee whose reporting procedure are outlined in the body of this Article, and the Nominating Committee who shall report only when applicable. When possible, Committee Reports shall be duplicated so that each member of the Executive Committee will receive a copy.
8. The President may request an interim report during the year from any Chairperson. If satisfactory results are not being accomplished by the committee, the President is empowered to remove the Chairperson for the good of the Section and appoint another Chairperson with the approval of the Executive Committee.
9. Unless otherwise provided for, the term of any Committee Chairperson shall not exceed that of the President who appointed him; except that the Chairperson may, be appointed by an incoming President, subject to approval of the Executive Committee.

B. Constitutionally Mandated Standing Committees: The Constitutionally Mandated Standing Committees, of the Section, either Chairpersonship, membership and duties shall be as outlined herein:

1. The Finance Committee: The Finance Committee shall be chaired by the Director residing closest to the Secretary/Treasurer in accordance with Article X, Paragraph B, Sub-Paragraph 6c, of the By-Laws of the Section, and shall be appointed by the President in accordance with Article VIII, Paragraph A, of the Constitution of the Section. Two (2) other members of the Section in good standing, shall be appointed to this Committee by the President, in accordance with Article VIII, Paragraph A, of the Constitution of the Section. One of the of the other two (2) members shall be an Active Member, the other shall be an Associate member. The two (2) other members should reside close to Secretary/Treasurer. The Finance Committee shall perform those duties outlined below.

- a. Duties as a Budget Committee: Shortly after the appointment of the Finance Committee, they shall receive from the Secretary/Treasurer, his or her recommendations for the Annual Budget required for carrying out the activities of the Section for the next fiscal year. When possible, the Officers and Committee Chairmen shall submit in writing, to the President and/or the chairperson of the Finance Committee any recommendations or special request for allowances in the budget for expenditure during the next fiscal year.

The Finance Committee is authorized to make a study of the financial condition of the Section, including the recommended budget of the Secretary/Treasurer, the reports and recommendations of the Officers and the Chairperson of and Standing and Special Committees. Each such study, the Finance Committee shall prepare an annual budget to properly carry forward the work of the Section for the next fiscal year. The Finance Committee shall have the power to approve the budget of the Secretary/Treasurer or to make changes in the recommended budget as the Committee deems necessary or advisable. The budget as finally set up and recommended by the Finance Committee shall be submitted to the President and the Executive Committee for consideration and approval, prior to the end of the current fiscal year.

Copies of the approved budget shall be forwarded to the President and Secretary/Treasurer for their guidance during the year. The Chairperson of the various Committees shall be advised by the Secretary/Treasurer regarding money appropriated for Committee work.

Any proposed expenditure outside of the budget as approved, must be submitted to and approved by the Executive Committee prior to expenditure.

The proposed operating budget, as prepared and submitted by the Finance Committee, shall show an estimated income and expenditures for each Sub-Account and corresponding totals for each Prime Account and in addition, must be accompanied by a budget comparison statement showing income received and expenditures made during the current fiscal year for each Prime Account. Such figures as may be presented in Sub-Accounts shall be considered only working figures for the purpose of record in Accounting, and preparation of the budget, to arrive at Prime Account totals. Recommendations of the Finance Committee, and approved by the Executive Committee, shall be with respect to Prime Account totals only.

The President, with the approval of the Chairperson of the Finance Committee and a majority of the Executive Committee can adjust the budget at any time by transferring a sum as may be required from one budget item to another budget item, provided that such adjustment does not require any change in the overall total of the budget.

The Finance Committee shall make recommendations regarding the use of General Funds for the Section benefits.

- b. Duties as an Audit Committee: The Finance Committee as in Audit Committee, shall be authorized and responsible for auditing the Section books and accounts of the Secretary/Treasurer.

The Finance Committee, with the approval of the Executive Committee may employ a competent accountant to audit the accounts.

The Finance Committee, in cooperation, with the Secretary/Treasurer, shall develop and set up an adequate accounting procedure and classification of accounts, including such modification as may be necessary from time to time, and establish procedure for more efficient operation of the Section Office.

The Finance Committee shall make its audit within sixty(60)days after the end of the fiscal year. The audit report of the Finance Committee shall be sent to all members of the Executive Committee and the Chairperson of each Standing and Special Section Committee.

The Finance Committee shall confer with the Secretary/Treasurer in establishing or revising the office records system establish, revise and maintain a proper filing system and recommend such equipment as files, machines, etc., as may be necessary for operating the Section Office.

The Finance Committee shall confer with the President and Secretary/Treasurer to make sure that the activities and expenditures are within the scope of the Section work.

The tenure of this Committee shall not exceed that of the President who makes the appointment (maximum of two (2) years).

2. The Nominating Committee: The Nominating Committee shall be chaired by the Immediate Past- President in accordance with Article X Paragraph B, Sub-Paragraph lb, of the By-Laws of the Section. Two (2) other Active members of the Section shall be appointed to this Committee by the President in accordance with Article XIII, Paragraph A, of the Constitution of the Section. The duties of this Committee shall be as applicable and in accordance with Article VII, Paragraphs B and C of the Constitution of the Section and Article IX of the By-Laws of the Section.

- C. Other Standing Committees: The Standing Committees to be established by the President in addition to the Finance, Nominating and Executive Committees shall include the following:

1. Membership Committee
2. Constitution, By-Laws and Resolutions Committee
3. Site Selection and Section Meeting Committee
4. Traffic Signal Committee
5. Street lighting
6. Marking and Signing Committee
7. Public Safety
8. Education Committee
9. Program Committee
10. Vendor Committee

- D. Chairpersonship, Membership, and Duties of Other Standing Committees:

1. Membership Committee: The chairperson of the Membership Committee shall be the President of the Section. The members of this Committee, as appointed by the

Chairperson, shall include at least one (1) Active Member and one (1) Associate Member. The Committee shall be responsible for securing new members for the Section. The Chairperson of this Committee shall also be a member of the Membership Committee of the International Association.

2. Constitution, By-Laws and Resolutions Committee: The Committee Chairperson shall appoint at least two (2) Active members to the Committee, and other Active Members as he deems necessary to effectively carry out the work of the Committee.

This Committee shall make a study of the Constitution, By-Laws, and Resolutions, with regard to intent, legality, phraseology, and form, and make recommendations for changes as the Committee deems necessary.

This Committee shall receive and study all recommendations for amendments to the Constitution, By-Laws, and Resolutions for legality and phraseology, and make recommendations regarding action to be taken by the Executive Committee or the Section.

The Committee, as it deems necessary, may consult legal and technical council with reference to any question before it, provided that an appropriation has been made in the approved budget to cover the cost

3. Site Selection and Section Meeting Committee: This Committee shall be chaired by the Secretary/Treasurer of the Section. The Chairperson shall appoint at least two (2) Active Members and two (2) Associate Members to this Committee, and said members shall serve as follows:
  - a. To evaluate all Invitations for Meetings as to practicality of locations or sites bid.
  - b. To ensure that sufficient assistance will be provided by the bidding agency if a choice is made in their favor.
  - c. To evaluate the accommodations available in the location proposed by each bidder as to lodging, meals, meeting facilities and all applicable rates.
  - d. To present their findings and recommendations to the Executive Committee of the Section.
  - e. To make all financial arrangements and commitments once a site is selected.
4. Traffic Signal Committee: The Chairperson of this committee, appointed by the President shall appoint such additional members to the Committee as he deems necessary to effectively carry out the work of the Committee.

This Committee shall undertake studies in the “Art of Traffic Signaling” and “Traffic Control”, make studies regarding Standards and Specifications on Signals and Associated Equipment and, where advisable, recommend Standards and Specifications or Revisions of same, for adoption by the Traffic Signal Committee of the International Association.

This Committee shall cooperate with the Committees of other organizations engaged in Traffic Control on a Section basis, and endeavor to coordinate its work with these groups for the benefit of the Section.

5. Street Lighting Committee: The Chairperson of this Committee, appointed by the President shall appoint such additional members to the Committee as he deems necessary to effectively carry out the work of the Committee.

This Committee shall undertake the studies of the “Art of Street Lighting”, “Marking and Signing”, make studies regarding the Standards and Specifications of all applicable equipment, materials, and methods, and coordinate its work with those needs of the Section.

6. Marking and Signing Committee: The Chairperson of this Committee appointed by the President, shall appoint such additional members to the Committee as he or she deems necessary to effectively carry out the work of the Committee.

This Committee shall undertake the studies of the Art of Street Lighting, Marking and Signing, make studies regarding the Standards and Specifications of all applicable equipment, materials and methods and coordinate its work with those needs of the Section.

7. Public Safety Committee: The Chairperson of the Committee, appointed by the President shall appoint additional members to the Committee as he or she deems necessary to effectively carry out the work of the Committee.
8. Education Committee: The Chairperson of this Committee, appointed by the President shall appoint additional members to the Committee as he or she deems necessary to effectively carry out the work of the Committee.

The Chairperson of the Traffic Signal and Street Lighting, Marking and Signing Committee shall be Ex-Officio members of the Education Committee.

This Committee shall undertake the work of securing and collecting information relative to all technical arts represented in the Section.

The Certification Chairperson shall be responsible for scheduling Training Schools sponsored by the Section independently or in conjunction with any other agency, cooperating in the preparation of courses, teaching aids, and the supplying of qualified instructors, whenever possible.

In cooperation with the President and Secretary/Treasurer, this Certification Chairperson shall develop plans for publicizing the information and activities, and educating not only the membership, but also members of any eligible Public-Safety or Public-Service agency.

9. Program Committee: The Chairperson of this Committee shall be that Director who is not serving as Chairperson of the Finance Committee. The Chairperson of the Traffic Signal, Street Lighting, Marking and Signing Committees shall be Members of this Committee only.

The duties of this Committee shall be to plan the agenda for the Technical Sessions at each Semi-Annual meeting of the Section, to secure the necessary speakers and presentations, and to select capable Chairmen for each of the Technical Sessions from the depths of the "Host" Agency.

10. Vendor Committee.

- E. Special Committees: In accordance with Article 1X, Paragraph E, the President has the right to appoint Special Committees. The President can appoint the entire Committee or he can appoint the Chairperson only, with the request that the chairperson of the Committee shall appoint such additional members to the Committee as he or she deems necessary to effectively carry out the work of the Committee.

In the setting up of Special Committees, the President shall outline the scope and duties of the Committee.

## **ARTICLE VIII-FUNDS AND ALLOTMENTS, GENERAL FUND AND CERTIFICATION FUND**

- A. Directors Fund: Pursuant to the distribution of membership dues (service fees) outlined In these By-Laws, a Directors Fund shall be established.

1. \$2.00 of each \$10.00 in membership dues (service fees) received by the Section for each Associate Member, shall be committed to the Directors Fund.
2. \$2.00 of each \$10.00 in membership dues (service fees) received by the Section for each Active Member, shall be committed to the Directors Fund.
3. The gross total of the Director's Fund shall not exceed \$400.00 for any one fiscal year.
4. At such a time as the \$400.00 gross total is received, the funds normally creditable to the Directors Fund, shall be credited to the General Fund, for the remainder of the fiscal year. If sufficient funds are not received, the necessary amount shall be transferred from the General Fund.
5. Applicable portions of membership dues (service fees) received from members joining after the second regularly scheduled meeting of the Section or in the fourth quarter of the fiscal year, shall be credited to the following fiscal years Director's Fund.
6. The Directors shall submit to the Secretary/Treasurer a projected expense estimate for disbursement no later than (90)days prior to the Annual Meetings of Board of Directiors of the International Association. In the event either one or both of the Directors cannot attend the aforementioned meeting of the Board of Directors, the check normally sent each Director, shall be sent to their duly appointed proxies.

- B. Education Fund: Pursuant to the distribution of membership dues (service fees), outlined in these By-Laws, an Education Fund shall be established.

1. \$3.00 of each \$10.00 in membership dues (service fees) received by the Section for each Associate Member shall be committed to the Education Fund.
  2. \$1.50 of each \$10.00 in membership dues (service fees) received by the Section for each Active Member, shall be committed to the Education Fund.
- C. Secretary/Treasurer's Allotment: The Secretary/Treasurer of the Section shall receive an annual allotment of \$300.00, this allotment being payable the 1st day of January of each fiscal year. The Section shall reimburse the Secretary/Treasurer for his or her travel to check hotels after a city has been selected.
- D. Board members having to travel thirty (30) or more miles to attend a scheduled Board Meeting may be reimbursed at the rate of \$0.26 per miles (or current government allotment), not to exceed \$150.00. All reimbursements shall be approved at the attended meeting by the attending Officers.

## **ARTICLE IX DISBURSEMENT OF FUNDS**

- A. Unless otherwise stipulated in the body of the Constitution of the Section, or in the By-Laws, all funds shall be issued as approved through the Section Office by the Secretary/Treasurer.
- B. The signature of the Secretary/Treasurer and one other Officer of the Section may be required on all checking accounts.